



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
1040
G-1/CRS
22 AUG 2016

LETTER OF INSTRUCTION 16-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE HEADQUARTERS MARINE CORPS (HQMC)
MARINE CORPS FORCES SPECIAL OPERATIONS COMMAND (MARSOC) SCREENING TEAM
(HMST)

Ref: (a) CMC WASHINGTON DC MRA MM 231721Z MAR 16 (MARADMIN 389/15)
(b) TFRS MSG T65324

Encl: (1) West Coast HMST Schedule

1. Situation. The HMST will visit West Coast commands for the purpose of screening and designating qualified Marines for future assignment to MARSOC.

2. Mission. Per the times and locations delineated in enclosure (1), the HMST will conduct orientation briefs and individual interviews to identifying qualified Marines to attend Assessment and Selection (A and S) and if selected, The Individual Training Course (ITC). Graduates of ITC may fill Critical Skill Operator (CSO) billets in support of the MARSOC mission.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines identified as potentially qualified for assignment to MARSOC and are to be screened by the HMST per reference (a). Unless officially excused by Manpower Management Enlisted Assignments (MMEA) branch, all Marines designated by the respective Commanding Officer (CO) via the units' Sergeants Major (Sgts Maj) or Career Planners are required to attend the orientation brief at their respective bases. Marines must attend one of the brief/screening as listed in enclosure (1). If a Marine listed on the HMST roster has been previously screened by MARSOC within the past 12 months they are not required to attend the HMST brief.

(2) Concept of Operations

(a) Marines will report to the HMST in the Service "C" uniform. Only volunteers on the HMST roster will be required to have in their possession the MARSOC CO's Screening Checklist per reference (a).

(b) All Marines are expected to report for screening. COs via the unit SgtMaj or Career Planner must provide the HMST OIC with a roster of Marines not available for HMST brief/screening with justification. Commands shall ensure Marines unable to attend the brief/screening during the HMST, complete all screening pre-requisite actions required in reference (a). Non-availability does not preclude assignment.

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(c) Those Marines desiring to volunteer for MARSOC screening, who meet the prerequisites and attend the briefs/screenings are required to complete the action listed in reference (a).

(d) Marine spouses, Marines interested in future assignment to MARSOC, COs and Sgts Maj are encouraged to attend the HMST orientation brief.

b. Subordinate Elements Mission

(1) All Command Career Planners will be in attendance for recruiting briefs and HMST screenings at which their Marines are attending. The uniform of the day will be Blue Dress "D" for all Career Planners.

(2) All Commands will disseminate information pertaining to the HMST visit to all Marines and encourage all interested Marines to attend.

4. Administration and Logistics. The I Marine Expeditionary Force (MEF) Career Planner will coordinate and maintain communication with HQMC MMEA during the planning and execution of this event.

5. Command and Signal

a. Command. The point of contact for the subject visit is Master Gunnery Sergeant Cook, I MEF Career Planner, Comm. 760-763-3881.

b. Signal. This LOI is effective the date signed.


P. T. MORGAN
By direction

DISTRIBUTION: I/II

Copy to: CG, MCI West, Camp Pendleton
CG, MCAGCC 29 Palms
CO, MCAS, Camp Pendleton
CO, MAG-39
CO, MCAS Miramar

LETTER OF INSTRUCTION 16-16WEST COAST HMST SCHEDULETuesday, 30 August 2016

HMST arrival MCAGCC 29 Palms

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0900-1000	Brief	29 Palms BLDG 1707 Classrooms A & C
1000-1230	HMST Screening	29 Palms BLDG 1707 Classrooms A & C
1300-1400	Brief	29 Palms BLDG 1707 Classrooms A & C
1400-1630	HMST Screening	29 Palms BLDG 1707 Classrooms A & C

Wednesday, 31 August 2016LOCATION/BLDG #

0900-1000	Brief	29 Palms BLDG 1707 Classrooms A & C
1000-1230	HMST Screening	29 Palms BLDG 1707 Classrooms A & C
1300-1400	Brief	29 Palms BLDG 1707 Classrooms A & C
1400-1630	HMST Screening	29 Palms BLDG 1707 Classrooms A & C

Tuesday, 6 September 2016

HMST arrival Camp Pendleton

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0900-1000	Brief	Camp Pendleton MARSCO BLDG 4100377
1000-1230	HMST Screening	Camp Pendleton MARSCO BLDG 4100377
1300-1400	Brief	Camp Pendleton MARSCO BLDG 4100377
1400-1630	HMST Screening	Camp Pendleton MARSCO BLDG 4100377

Wednesday, 7 September 2016

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0900-1000	Brief	Camp Pendleton MARSCO BLDG 4100377
1000-1230	HMST Screening	Camp Pendleton MARSCO BLDG 4100377
1300-1400	Brief	Camp Pendleton MARSCO BLDG 4100377
1400-1630	HMST Screening	Camp Pendleton MARSCO BLDG 4100377

Thursday, 8 September 2016

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0900-1000	Brief	Camp Pendleton MARSCO BLDG 4100377
1000-1230	HMST Screening	Camp Pendleton MARSCO BLDG 4100377
1300-1400	Brief	Camp Pendleton MARSCO BLDG 4100377
1400-1630	HMST Screening	Camp Pendleton MARSCO BLDG 4100377

Tuesday, 13 September 2016

HMST arrival MCAS Miramar

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0900-1000	Brief	MCAS Miramar Base Theater BLDG 2242
1000-1230	HMST Screening	MCAS Miramar Base Theater BLDG 2242
1300-1400	Brief	MCAS Miramar Base Theater BLDG 2242
1400-1630	HMST Screening	MCAS Miramar Base Theater BLDG 2242

LETTER OF INSTRUCTION 16-16Wednesday, 14 September 2016

0900-1000	Brief	MCAS Miramar Base Theater BLDG 2242
1000-1230	HMST Screening	MCAS Miramar Base Theater BLDG 2242
1300-1400	Brief	MCAS Miramar Base Theater BLDG 2242
1400-1630	HMST Screening	MCAS Miramar Base Theater BLDG 2242

Wednesday, 28 September 2016

HMST arrival MCAS Yuma

<u>Time</u>	<u>EVENT/BRIEF</u>	<u>LOCATION/BLDG #</u>
0900-1000	Brief	MCAS Yuma Base Theater BLDG 672
1000-1230	HMST Screening	MCAS Yuma Base Theater BLDG 672
1300-1400	Brief	MCAS Yuma Base Theater BLDG 672
1400-1630	HMST Screening	MCAS Yuma Base Theater BLDG 672

Thursday, 29 September 2016LOCATION/BLDG #

0900-1000	Brief	MCAS Yuma Base Theater BLDG 672
1000-1230	HMST Screening	MCAS Yuma Base Theater BLDG 672
1300-1400	Brief	MCAS Yuma Base Theater BLDG 672
1400-1630	HMST Screening	MCAS Yuma Base Theater BLDG 672